

# Town of Andover

## Contributory Retirement System



**Executive Director:**  
Elena M Kothman

**Administrative Assistant:**  
Helen Armano

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
(978) 623-8540 FAX (978) 623-8594  
Website: [www.andovermaretirement.com](http://www.andovermaretirement.com)

**Board Members:**  
James A Cuticchia, Chairman  
Hayley S Green, Ex-Officio  
Thomas P Hartwell  
Elena M Kothman  
Anthony K Stankiewicz, Esq

### Position available:

### Recording Secretary for meetings of the Andover Contributory Retirement Board

The Andover Contributory Retirement Board is seeking a motivated and qualified individual to fill the position of Recording Secretary. General duties include:

- Attend monthly meetings of the Andover Contributory Retirement Board.
- Take notes that can be easily understood and type up minutes of the meetings.
- Submit completed minutes to Executive Director, ideally within 14 days of the meeting date.
- Amend minutes as necessary.
- Set up video recording/taping of meetings (to be shown on the local cable access channel).
- Occasional evening hours may be required.

This position pays a flat rate of \$150.00 per meeting, which includes performing all of the tasks enumerated above. The successful candidate may be asked to perform other clerical duties as necessary to fulfill the obligations of the position. Previous recording secretary experience is required.

**CONFIDENTIALITY IS A MUST!** Any offer of employment will be conditioned upon a successful background check conducted consistent with the Criminal Offender Recommendation Information (CORI) system's applicable rules and regulations.

Please submit your resume and cover letter **by Wednesday, 05/31/2017** to the following:

Elena Kothman, Executive Director  
Andover Retirement Board  
Town Offices  
36 Bartlet St  
Andover, MA 01810

Affirmative Action/Equal Opportunity Employer. Minorities, women, physically challenged and Veterans are encouraged to apply.